

## Office Memorandum • UNITED STATES GOVERNMENT

TO : Asst. Chief, Space, Maintenance &amp; Facilities

DATE: 2 April 1953

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FROM : Chief, Building Maintenance and Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities  
Branch during the month of March 1952 and March 1953.

Volume:	<u>1952</u>	<u>1953</u>
1. Requests for services processed during month of March.		
A. New requests by memorandum or requisition	381	329
B. On hand prior to March 1	30	25
Total	<u>411</u>	<u>354</u>
C. Written orders placed with GSA	285	251
D. Number on hand and no action as of 31 March	13	36
E. On hand 60 days or more and not yet submitted to GSA.	0	0
2. Funds obligated during the third quarter of Fiscal Year.		
A. Third Quarter Encumbrances		
1. Routine alterations and installations	\$18,300	\$18,623
2. Special Projects		
a. Renovations (6615-20)	46,183	12,757
b. Renovations (Other)	<u>1,645</u>	
	\$47,828	\$12,757
3. Quarterly Orders submitted to GSA, (27)		
\$377,541.00		
4. Protective Services (GSA Guards)		
a. 185 reimbursable posts	\$65,393	\$100,425
b. Non-reimbursable posts		
5. Laborers and Trucks (From GSA)	<u>5,333</u>	<u>5,333</u>
Total funds obligated	\$70,726	\$105,758
3. Sums paid to GSA during December against orders encumbered in fourth quarter		
1. Alterations and Installations	\$26,470	\$32,099
2. Guards	71,028	83,275
3. Laborers and Trucks	7,674	9,093
4. Elevator	119	63
5. Firemen-Laborers	1,539	1,798
6. Janitor	18	36
7. Hot Plate	<u>106,848</u>	<u>42</u>
		\$126,406

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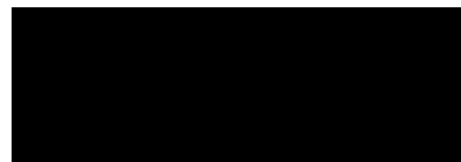
Monthly Report

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4. Work Load Status		
A. Orders submitted to GSA non-reimbursable		
In writing	11	18
Verbal	300	350
B. Inter-office memorandums	34	25
Inter-Agency letters	5	4
C. Space moves during March	28	16
Total personnel moved	627	256
Estimated cost	\$6,592	\$3,667
D. Number of requests on which orders have been placed but work has not been completed.		
30 days old	135	
60 days old	39	
90 days old	28	
120 days old	40	
	<u>232</u>	

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